

REPORTS INVENTORY				CONTROL NO. DDS/OL/LSD 10	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) SAFETY Report				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING	ADMIN. GENERAL OTHER (specify)
	<input checked="" type="checkbox"/>	LOGISTICS	<input checked="" type="checkbox"/>	SECURITY	
	<input checked="" type="checkbox"/>	MEDICAL	<input checked="" type="checkbox"/>	FINANCE	
4. NO. OF COPIES PREPARED FOUR		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually -1 Feb		6. DISTRIBUTION (No. of components not number of copies) CIA Security O, LSD, OL/Sec.O; LSD Safety O.	
7. FORMAT (memorandum, form, computer print-out, etc) Memo		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT STAT	
10. PREPARING COMPONENT (include lowest level contributing information to report) LSD Safety Officer, <input type="text"/>		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS 9.5	5.38	1/2		2.69	1		2.69
GS 5.1	3.15	1/2		1.58	1		1.58

B. COSTS OF COMPUTER PRODUCED REPORTS

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1 TOTAL COSTS PER YEAR

4.27

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

"Reporting to the CIA Safety Officer(Office of Security) by 1 February of any additional lost time during the preceding calendar year attributed to the injuries which have been reported. Report is made from copies retained of FNM 2652a. It is estimated that there are thirty (30) per year.

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